



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 46

28 December 2004

2005 SELECTIVE RETENTION BOARD (SRB)

1. **REFERENCE:** NGR 635-102, dated 1 July 1988.
2. **PURPOSE:** To announce the date and location of the 2005 Selective Retention Board (SRB), the frequency of consideration, and to identify and announce changes to critical documents considered during the review.
3. **LOCATION/DATE:** The 2005 SRB will convene Monday, March 7, 2005, at Joint Force Headquarters, Building No. 3650 Saylor's Pond Road, Fort Dix, New Jersey. The alternate convening date for the SRB is March 21, 2005.
4. **ZONE OF CONSIDERATION:** Officers in the rank of Colonel and below who have accrued twenty (20) or more years of qualifying service for retirement by December 31, 2004. The following exceptions apply:
 - a) Officers who appeared before the 2004 Active Federal Service Continuation Board.
 - b) Officers selected for a two-year retention period, in 2004, by the SRB.
 - c) Officers who will reach mandatory removal dates prior to 1 March 2005.
 - d) Officers who have approved retirements.
5. **THE ADJUTANT GENERAL's (TAG) INTENT:** The intent is to retain and promote only the best-qualified officers. While we have limited slots for senior positions, we must continue to provide upward mobility and the SRB is one method of accomplishing this goal. The direction to board members is that the focus of consideration be based on potential and professionalism. In determining potential, the Officer Evaluation Reports (OERs) are a critical indicator of potential, as they reflect the level of performance and the officer's acceptance of challenging assignments over the course of a career. Another key element considered is professional development. Each officer's military and civilian education will be closely reviewed, and without question, it is expected that all officers possess the highest standards, soldierly skills and military bearing.
6. Officers, whose records will be reviewed by the SRB, are required to review their Military Personnel Records Jacket (MPRJ) at least 60 days prior to commencement of the SRB. This year the panel members will review the DA Photo and only *profiled* OERs. It is important that each officer ensure that their MPRJ contains a current DA Photo (within two years and/or reflecting current rank) and that all OERs are up-to-date, profiled by the National Guard Bureau (NGB) and added to the Personnel Electronic Records Management System (PERMS). Examples of military documents reviewed by the SRB are:
 - Officer Evaluation Reports
 - Civilian Education (college transcripts)
 - Military Education (1059s and Certificates)
 - Awards and Citations
 - Army Physical Fitness Test (current)
 - Physical Examination (within five (5) years)
 - Profiles (if no current APFT)
 - DA Photo

7. An SRB Review Checklist will be published to assist officers in the review of their MPRJ. The records review will begin on January 16, 2005. Please make an appointment with the Officer Personnel Management (OPM) Branch, to ensure proper time is allocated for a one-on-one review of your state MPRJ. At the time of the appointment an electronic review of your Official Military Personnel File (OMPF) will be conducted. This is necessary to verify that officers have established an Army Knowledge On-line (AKO) account and to ensure that each officer develops a familiarity with their electronic (OMPF). This is an important aspect of the review process as the microfiche has been replaced by the electronic OMPF. Please understand that it is the responsibility of each individual officer to review not only their MPRJ but also their electronic OMPF to ensure completeness and accuracy.


8. The following general time-line is established for reference:

NLT 15 Jan 2005	Each individual selected to appear before the 2005 SRB will be mailed a notification letter and the MSCs will receive a roster listing the officers appearing.
16 Jan thru 1 Mar 2005	Individual Records Review – Call OPM for one-on-one appointment.
7 Mar 2005 21 Mar 2005 (alternate date)	The Board convenes.

9. Officers not retained may elect *in writing*, within 30-days of receipt of notification, to be assigned to the Retired Reserve. If no correspondence is received by the suspense date, the officer will be transferred to the USAR Control Group (Reinforcement). All further communication regarding the status of the officer must be communicated thru the Commander, ARPERCEN.

10. It is a requirement that all officers considered are notified of the board dates and informed of the importance of reviewing both their MPRJ and OMPF. If you have questions regarding this Bulletin or the SRB procedures, please telephone CW2 Kimberly D. Conley at (609) 562-0627 or Ms. Bernadette Schneider at (609) 562-0657.

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